



BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION

Class Code: 4810 - Exam Code: 6FA35

Opening Date:	08/19/16
Closing Date:	09/09/16
Type of Examination:	Departmental Open
Salary:	\$2,932-\$3,670
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Lakeport

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply for this examination. This is a Departmental Open-Spot examination for the California Department of Food and Agriculture, Lake County Fair, 49th District Agricultural Association. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

This exam and position is for the following 49th District Agricultural Association Fair.

**Lake County Fair
401 Martin Street
Lakeport, CA 95453**

Submit a Standard State Application (STD. form 678) and the attached Supplemental Application to the address below no later than the **Final Filing Date, Friday, September 9, 2016.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>.
- Supplemental Application is attached. Applicants who do not submit a Supplemental Application will be disqualified.
- All applications must include “to” and “from” dates (month/day/year) and time base. Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: **Suzanne Conrad**
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6579

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: **Friday, September 9, 2016.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of an application.

Applications must be **POSTMARKED** no later than the **Final Filing Date, Friday, September 9, 2016.** Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in October or November 2016.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6579.

ELIGIBLE LIST INFORMATION

A Departmental Open Spot list will be established for the California Department of Food and Agriculture, 49th District Agricultural Association. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

Experience: Two years of experience performing and coordinating a variety of business service and support functions in an organization. Previous work experience shall have included public contact responsibilities. One year of the required experience must have included experience in performing bank reconciliations, maintaining trial balances, and keeping a general ledger. Experience as a full-charge bookkeeper is highly desirable. **and**

Education: Completion of the equivalent of nine semester units in Accounting 1A and 1B and Business Law.

POSITION DESCRIPTION

Fiscal Support and Reporting: Researches and compiles statistical data and information for a District Agricultural Association's annual budget request; performs budget calculations; prepares budget transfers; verifies the availability of funds for transfers; compiles and maintains budget control information; compiles data and prepares budgets for interim events; prepares financial reports including statements of operations; maintains the general ledger or journals; makes bank transactions, such as deposits and transfers, reconciling bank statements; accounts for revenue and disbursements; tracks multiple funds, including capital outlay, special projects, and investments; verifies operating expenses and capital expenditures as charged to various funds; prepares trial balances, profit and loss statements, and other financial statements; prepares payroll data, including requisite reports; collects, controls, and balances competitive entry fees, commercial space rentals, concession percentages, ticket sales and

POSITION DESCRIPTION CONTINUED

concessions for racing and satellite wagering; organizes and oversees advance sales and performs revenue accounting; balances and deposits receipts from fair time; prepares tax returns; prepares invoices/statements and issues receipts for revenue; establishes control ledgers for payroll, revenue, and expenditures; accounts for special project funds received from the Department; opens and closes accounts each fiscal year.

Contracts: Prepares justifications for sole source contracts; negotiates and/or prepares agreements for services and supplies; negotiates and/or prepares rental contracts; processes contracts, insuring that requisite information is included; determines and obtains certificates of insurance.

Purchasing: Prepares requests for proposals (RFP's) and bid packages, including specifications; attends bid openings, records results, notifies bidders; locates and determines appropriate sources of supply, based on price, quality, and regulations and policies; verifies that items received are consistent with purchase orders, resolving discrepancies with vendors; maintains purchasing records and prepares reports.

Administrative and Personnel: Assists the Secretary-Manager and other management staff with general planning and organization; develops policies and procedures for personnel, budgets, accounting, exhibits, etc; makes recommendations on policies, operations, and procedures to the Secretary-Manager, or Board of Directors; prepares administrative reports and correspondence; researches information to support management decisions; oversees a District Agricultural Association's computer systems; maintains personnel files and records; determines appropriate withholding from pay warrants; prepares periodic retirement, medical, dental, vision, insurance, and union dues reports; administers labor contract agreements; processes Workers' Compensation claims; provides advice to employees, regarding benefits; assists and/or prepares responses to grievances; prepares personnel documents and reports; audits attendance and time worked information; provides training, supervision, and work evaluations for other permanent or temporary staff.

Exhibits: Organizes competitive exhibits; negotiates with, hires, and provides orientation to judges; solicits sponsors for awards; prepares premium lists/exhibitor handbooks; adds and deletes competitive exhibits; interprets and applies State and local rules; organizes the set-up of exhibits; sells commercial and concession spaces; researches and compiles statistical data regarding exhibits; develops promotion strategies to solicit exhibitors.

Events: Works with interim users regarding set-up and facility needs; schedules calendar of facility use and events; reviews certificates of insurance; coordinates maintenance and security for events; assists with general publicity and media efforts regarding events and the availability of the District Agricultural Association's facilities as a community resource; assists with the development of promotion strategies; prepares brochures regarding rental rates, events, and facility use.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application – weighted 100%. Competitors who do not return the Supplemental Application will be disqualified.

Supplemental Application – Weighted 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. General business practices and methods
2. Practices, procedures, and methods of fiscal record keeping
3. Basic accounting principles and methods
4. General purchasing methods, controls, and procedures
5. Basic personnel procedures
6. District Agricultural Association's operations and events
7. Public relations

ABILITY TO:

1. Organize, coordinate, and accomplish a variety of business support functions
2. Prepare budget estimates and control expenditures
3. Coordinate and accomplish office support activities
4. Gather, organize, and summarize data
5. Prepare reports and correspondence
6. Organize and establish work priorities
7. Work under pressure
8. Independently complete a variety of assignments
9. Work effectively with the public

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Suzanne Conrad at (916) 403-6579 or suzanne.conrad@cdfa.ca.gov

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6579 three (3) weeks after the final filing date if he/she has not received his/her notice.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
SUPPLEMENTAL APPLICATION EXAMINATION FOR**

BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION (DAA)

The California Department of Food and Agriculture's (CDFA) Business Assistant I, 49th DAA examination is being given on a Departmental Open/Spot basis. This examination will consist solely of this Supplement Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be placed on a list based on your final score.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): _____ **Date:** _____

Print your name (Required): _____

Return your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below by Friday, September 9, 2016.

**California Department of Food and Agriculture
Examination Unit
Attn: Suzanne Conrad
1220 N Street, Room 242
Sacramento, California 95814**

**BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION
SUPPLEMENTAL APPLICATION**

PART I

	Instructions: For each item listed below in rows "1 through 39", place ONE "X" in the column which most accurately represents the experience you have with the following tasks. NOTE: Credit will not be given for items not marked or incorrectly marked.	I have had no experience with this task on the job.	I have had 1 month to 6 months of experience on the job.	I have had 7 months to 1 year of experience on the job.	I have had 13 months to 2 years of experience on the job.	I have had 25 months or more of experience on the job.
1	Maintains and balances petty cash, change and ATM funds.					
2	Prepares payroll information for hours worked and pay scale.					
3	Prepare bank transactions, such as deposits and transfers, and reconciling bank statements.					
4	Provides customer service to walk-ins and phone callers.					
5	Maintains and oversees the general ledger or journals.					
6	Handles all accounts receivable and balance monies collected for a variety of accounts receivable.					
7	Compiles and prepares various financial reports, including the end of the year close out reporting.					
8	Prepares all documents and records necessary for annual audit.					
19	Coordinate all purchasing procedures including monitoring of purchase orders and maintenance of general ledger accounts for budget purposes.					
10	Research statistical data and information for an annual budget request.					
11	Verify operating expenses and capital expenditures as charged to various funds.					
12	Compiles statistical data and information for an annual budget request.					
13	Processes checks for various accounts payable.					

PART I CONTINUED ON NEXT PAGE

**BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION
SUPPLEMENTAL APPLICATION**

	Instructions: For each item listed below in rows "1 through 39", place ONE "X" in the column which most accurately represents the experience you have with the following tasks. NOTE: Credit will not be given for items not marked or incorrectly marked.	I have had no experience with this task on the job.	I have had 1 month to 6 months of experience on the job.	I have had 7 months to 1 year of experience on the job.	I have had 13 months to 2 years of experience on the job.	I have had 25 months or more of experience on the job.
14	Verifies that items received are consistent with purchase orders, resolving discrepancies with vendors.					
15	Assists management staff with general planning and organization.					
16	Prepares trial balances, and profit and loss statements.					
17	Audit attendance and time worked information.					
18	Prepare periodic retirement, medical, dental, vision, insurance, and union dues reports.					
19	Track multiple funds, including capital outlay, special projects and investments.					
20	Processes delivered mail.					
21	Performs budget calculations interpreting the statistical data and information compiled.					
22	Prepares various types of contracts.					
23	Prepares required state reports for taxes, independent contractor, Employment Development Department (EDD), State Agency Buy Recycled Campaign (SABRC) and others.					
24	Prepares budget transfers and availability of transfer funds.					
25	Processes contracts, insuring that requisite information is included and determines and obtains certificates of insurance and State seller's permit.					
26	Maintains budget control information for events.					
27	Compiles budget control information for events.					
28	Provides training for permanent or temporary staff.					
29	Prepares contracts and inventory for ticket distribution.					

PART I CONTINUED ON NEXT PAGE

**BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION
SUPPLEMENTAL APPLICATION**

	<p>Instructions: For each item listed below in rows "1 through 39", place ONE "X" in the column which most accurately represents the experience you have with the following tasks.</p> <p>NOTE: Credit will not be given for items not marked or incorrectly marked.</p>	I have had no experience with this task on the job.	I have had 1 month to 6 months of experience on the job.	I have had 7 months to 1 year of experience on the job.	I have had 13 months to 2 years of experience on the job.	I have had 25 months or more of experience on the job.
30	Provide advice to employees regarding benefits.					
31	Lists the events with equipment required and the time for opening the building for set up on the calendar of events.					
32	Schedules calendar of facility use and events.					
33	Prepares 1099 and W-2 forms for distribution.					
34	Prepares brochures, calendar of events, newsletters, and flyers.					
35	Maintains purchasing records and prepares reports.					
36	Helps exhibitors with completion of entry forms, answers telephones and written inquiries on exhibit program.					
37	Prepares justifications for sole source contracts, negotiates and/or prepares agreements for services and supplies, and negotiates and/or prepares rental contracts.					
38	Coordinates security for events.					
39	Assists with general publicity and media efforts regarding events and the availability of the facilities as a community resource.					

**BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION
SUPPLEMENTAL APPLICATION**

Part II - NARRATIVE QUESTIONS

You are being given four (4) questions on the following pages for which you are to provide your responses.

Instructions

- Limit your responses to the space provided, **only one page per question and responses.**
- No additional pages will be accepted or considered for responses.
- You will be evaluated on content, grammar, spelling, and neatness of your answer in addressing each question.

**BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION
SUPPLEMENTAL APPLICATION**

QUESTION #1:

As a Business Assistant I, you will be given a variety of assignments. What effective measures would you take to complete these assignments?

**BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION
SUPPLEMENTAL APPLICATION**

QUESTION #2:

You are in charge of accounts payable. What are the procedures in processing bills for payment?

**BUSINESS ASSISTANT I, DISTRICT AGRICULTURAL ASSOCIATION
SUPPLEMENTAL APPLICATION**

QUESTION #3:

What steps would you take to bill and collect monies on account receivables that are past due?

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SUPPLEMENTAL APPLICATION**

QUESTION #4:

Describe the steps necessary to reconcile a bank statement.